P-CARD USER MANUAL...1

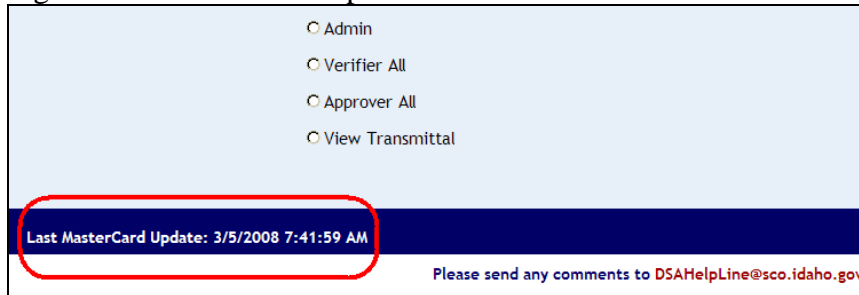# 1099 REPORTABLE TRANSACTION RED INDICATOR 1

P-CARD USER MANUAL

1099 REPORTABLE TRANSACTION RED INDICATOR

INTRODUCTION

P-Card transaction data is downloaded from MasterCard every day to the State Controllers Office. Fiscal codes are automatically filled in the P-Card application based upon the MasterCard transaction data. The actual date and time of the latest download from MasterCard is displayed in the P-Card application:

Figure 1 - Date/Time stamp

If the MasterCard transaction data records a 1099 reportable transaction in P-Card, the **1099** field will display an "**I**" in a red field. This indicates that the subobject (**Sub**) is 1099 reportable, but the STARS Vendor Number (**STARS Vend**) and Suffix (**Sfx**) are blank or there is an invalid 1099 **Vendor ID** number.

Figure 2 - Red 1099 indicator

REQUIRED FISCAL CODES FOR 1099 REPORTABLE TRANSACTIONS

The STARS vendor number (**STARS Vend**) and suffix (**Sfx**) are required for 1099 MISC reportable transactions. Make the necessary changes in the P-Card application.

If the transaction is 1099 reportable and the STARS vendor number and suffix are left blank, the MasterCard Vendor ID will be uploaded to STARS, but with no suffix. The STARS transaction will error because a suffix is required.

If the transaction is *not* 1099 reportable and the STARS vendor number (**STARS Vend**) and suffix (**Sfx**) are left blank, the P-Card Generic Vendor is added to the transaction. To avoid having the generic vendor upload to STARS, enter the correct STARS vendor number (**STARS Vend**) and suffix (**Sfx**) in P-Card.

TO FIND A VENDOR OR A 1099 REPORTABLE SUBOBJECT

1. Click in the **STARS Vend** field and press F3.

Figure 3 - STARS vendor lookup

2. In the look up dialog box, enter any combination of search criteria, e.g., vendor name, city, vendor number, etc. You can enter just the first few numbers or letters to find a code that begins with those letters or numbers or use the wildcard (%).

Figure 4 - STARS Vendor lookup

3. Click **Find**. Click the column headers of the search results to sort the list, if needed.
4. Click in the **Sub** field and press F3. The 1099 reportable subobjects **Descriptions** are displayed in blue.

Figure 5 - Subobject lookup

5. Click **Select** next to a vendor or click the subobject code and it and any related fiscal code will be automatically entered into P-Card.